

Idaho State Historical Society
Financial Services
Quarterly Report
January-March 2002

Overview:

Ongoing - Continue database of projected expenditures as purchase request forms are received. Process expenditure vouchers, receipt transactions and maintain control of appropriation and cash balances. Prepare management reports for review by administrators, Director and Trustees. Process payroll and personnel transactions. Facilitate personnel proceedings and maintain records. Maintain publications inventory. Bill for agency services and sales.

In addition to our routine monthly activities the fiscal office:

January:

1. Reconcile and prepare NHPRC grant financial report.
2. Update SHPO grant financial records.
3. Meet with Jeff Shinn for agreement on distribution of FY03 budget distribution.
4. Set up financial tracking of various additional Lewis & Clark grants with Keith Petersen.
5. Request OS 1 register to replace Shari as we were not able to interest SHPO OS 2 (Jane Quick) into accepting a reduction in pay to maintain her employment with the agency after she was bumped by RIF candidate, Mary Arthur.

February:

1. Meet with Jeff Shinn and Jason Hancock concerning FY03 budget. (Functioning within this budget will be an even greater challenge than FY02.)
2. Calculated and received first SHPO reimbursement for grant which began October 1st 2001.
3. Interviewed candidates for OS 1 vacancy.
4. Prepared fringe benefit calculation based on final 2001 salary costs.
5. Updated capital equipment records.

March:

1. Distribute employee evaluation materials. Since there is no merit increase available in the FY03 budget, this year these evaluations are solely used to document employee performance for future reference and as a communication tool between supervisors and staff.
2. Prepared and submitted indirect cost proposal.
3. Distribute capital inventory list for confirmation.
4. Reconcile capital inventory verifications.
5. Update and confirm financial structure reports to DFM and SCO.
6. Process negative supplemental transaction.
7. Identify funds available for additional capital equipment replacements and millennium fund expenditures.

Projects Underway:

1. Start year-end close reports.
2. Process final receipts and payments for FY02.
3. Enter FY03 appropriation into STARS accounting system.
4. Prepare 2004 capital budget request.
5. Start 2004 budget request preparation.
6. Distribute employee evaluations to Human Resources.
7. Prepare 2003 operating budget and salary change schedule to Board of Education for approval.

Personnel:

The good news is that the vacancy in the OS 1 position has been filled by Pam York. We are now in training mode again and trying to stay current.

Gifts and Donations:

No gifts or donations to the Fiscal Office.

Programs Presented:

No programs to the public presented by Financial Services staff.

Calendar of Events:

Not Applicable.

Number of patrons or visitors:

Not Applicable.

Submitted by:

V. L. Huntsinger
Thank you.